

DD/S 56

C.R. 0-6000

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September 13, 1956

Attached for your review are copies of proposed revisions of Standard Form 120, Report of Excess Personal Property, the instructions for preparing Standard Form 120, and Standard Form 120a, Continuation Sheet. The forms and instructions are identified as Exhibits 7, 7a, and 8, respectively, of Appendix A, Title 1, Personal Property Management, Regulations of the General Services Administration.

The principal proposed changes in Standard Form 120 will eliminate the necessity for computing fair value, in dollars, of the items reported, and permit the entry of additional line items on the form. Further, it is proposed to stock and issue Standard Forms 120 and 120a in six-part, carbon-interleaved, snap-out sets. Consideration also is being given to the possibility of including a reproducible master in each set.

Your review of the attached documents and advice of concurrence, or recommendations for changes, by October 15, 1956 will be appreciated. In addition, it will be appreciated if you will submit an estimate of your agency's annual requirements for the revised forms and your comments concerning the possible inclusion of a reproducible master in the snap-out sets.

Information concerning the proposed documents may be obtained by communicating with Mr. F. P. Donaldson, Utilization and Sales Division, Federal Supply Service, General Services Administration, Room 5115, General Services Building, Washington 25, D. C.; telephone Executive 3-4900 (Government dial code 156), extension 4516.

Sincerely yours,

*F. G. Sleeter*  
FRANKLIN G. SLEETER  
Administrator

Attachments

Approved For Release 2002/05/14 : CIA-RDP78-04718A002000230020-4

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ORIGINAL DOCUMENT MISSING PAGE(S):

attachment